



HUMAN RESOURCES BOARD  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

Kenneth V. Kurnos, Chair  
Edward DeAngelo  
Gerald Raphael  
Elizabeth Venti

## **Town of Brookline Human Resources Board**

**Tuesday, January 14, 2014**

**7:00 PM**

**Town Hall – Room 214**

**Present:** Ken Kurnos, Chairman, Gerald Raphael, Beth Venti, Ed DeAngelo,

**Also Present:** Sandra DeBow, Director of Human Resources, Leslea Noble, Assistant Director of Human Resources

### **LIBRARIAN CLASSIFICATION AND PAY STUDY APPEAL**

In attendance: Leslea Noble, Assistant Human Resources Director, Chuck Flaherty, Town Librarian, Bruce Genest, AFSCME Representative, Jay Cassidy, Business Agent, AFSCME.

Chuck Flaherty, Library Director, on behalf of employee in the position of Librarian I, brought forward an appeal of the classification of position under the Librarian Classification and Pay Study, as a Librarian I Reference, grade K06. Mr. Flaherty maintained that this position should have been graded as a Librarian II position and requested that it be reclassified accordingly.

The Library Director stated that he supported the upgrade request from a Librarian I Reference/Information, K06, to a Librarian II Reference/Information, K07, Step 4 for two reasons:

First, the Librarian I was absent from work for a significant period of time during the final phase of the pay study, and thus, her input could not be considered. He felt that because she was unable to participate or contribute relevant information during the critical final phase of the study, it was appropriate to allow her that opportunity at the present time.

Secondly, the consultant originally recommended that this position be upgraded from Librarian I to a Librarian II. This happened early on in the study, and at the time, it was determined that it would remain a Librarian I grade for a number of reasons. This decision was not reevaluated as the study progressed, although the Library Director felt that it should have been.

The Library Director and Leslea Noble, Assistant HR Director, conducted a new job analysis of this position utilizing the criteria from the classification and pay study. In particular, they focused on the paperback collection and the large print collection function currently performed this employee.

While every professional Librarian has some collection responsibilities, this particular set of collections is unique in size, popularity and level of circulation. These collections require continuous maintenance and development; tasks which the person in this position, must perform independently and with very little oversight.

Because of the complexity of this task, the low level supervision received and basic knowledge required to maintain these collections, the Library Director and Assistant HR Director felt that this position more closely matched the requirements of the Librarian II position. Therefore, he was in full support of the upgrade from Librarian I to Librarian II. Moreover, in light of the incumbent's current pay level, it was recommended that the upgrade be to Librarian II, step 4.

Chair Ken Kurnos asked the AFSCME if they had any comments, and the union had none.

**On motion made by the Chair, Ken Kurnos, the Board voted unanimously to grant the appeal of the Librarian Classification and Pay Study and upgrade position from Librarian I, Reference to Librarian II, Reference, Step 4.**

#### **PLANNING POSITION CLASSIFICATION REVIEW**

Human Resources Director updated the Board that this position was not going forward for review because they were still working out the details with AFSCME.

#### **CLASSIFICATION AND PAY PLAN UPDATE**

Human Resources Director Sandra DeBow provided the Board with an update on the progress of the Classification and Pay Plan revision. She stated that she had met with the Town Administrator and while there were a few decisions pending on non-union employee benefits, outside counsel was currently reviewing the HR Department's final recommendations. After counsel's review and whatever changes are made to it, the document will be ready for review by the HR Board and perhaps final approval.

**There being no further business, Ken Kurnos moved to adjourn the meeting which was unanimously approved.**